



# RPL and Credit Transfer Guide

## **The RPL Application form and Enrolment Form**

Students requesting to apply for RPL are directed to apply online through our online [RPL Application form](#). This form includes fields for personal information of the candidate and which course they are applying for RPL for as well as fields to upload different forms of evidence to be considered in the application. On the same page as the RPL Application Form, the RPL process and relevant information is detailed above the form.

The enrolment form also includes an optional message section where the applicant can indicate they want to apply for RPL and/or credit transfer. The enrolment form also includes the mandatory requirement to acknowledge Terms and Conditions have been read and agreed before submitting the enrolment form.

## **Evidence Submitted:**

When students are submitting previous certifications for consideration for RPL or CT, the student must provide either the original certification or a JP certified copy.

Alternatively, students can give Sea School International permission to access their USI transcript for evidence and authentication of their accomplishments.

Sea School International will only be able to accept transcripts for CT evidence and cannot accept licences as the sole evidence for CT eligibility.

## Recognition of Prior Learning (RPL)

Definition:

**Recognition of Prior Learning and Recognition of Current Competency** means we offer participants the opportunity to demonstrate competencies currently held regardless of how, when and where the learning occurred and experience, skills and knowledge was gathered such as formal or informal training and work experience. RPL is an assessment process.

## PROCESS

### **The RPL Assessment Process**

The RPL process is an individual assessment only pathway that is facilitated by the Assessor with the candidate. The Assessor's role is to support the candidate following RPL procedures and to judge the evidence submitted against unit of competency requirements and the rules of evidence which are that the evidence is current, authentic, sufficient and valid.

1. An [RPL Application](#) is submitted by the student well prior to course commencement.
2. The application is reviewed by an assessor.
3. The assessor will contact the student with the result of the application review. The assessor may request additional information.
4. If significant RPL is presented, a competency conversation is conducted face to face. This provides an opportunity for the candidate to confirm their knowledge, skill level and discuss work history. The assessor reviews evidence provided with the candidate and records are taken. Although scans and copies are accepted for the initial RPL online application, when the candidate attends the

competency conversion conversation or upon course commencement, they must either supply a JP certified copy or the original for the assessor to sight and certify a copy.

5. The Assessor analyses the application, confirms the evidence submitted including hours of sea service, work history and transcripts from other RTOs if applicable.
6. The candidate may be given a number of written assessments or a practical assessment task to add to the evidence required to confirm competence in one or more units.
7. The Assessor may grant RPL for some or all of the units in the course.
8. An individual training plan is prepared for candidates who have been granted RPL in one or more units. Students are to attend gap training to complete the course (if the assessor detects any gaps between the RPL granted and the full qualification).

Sea School generally assesses RPL on the unit as a full unit and does not grant RPL for partial unit completion. This is because Sea School trains and assesses many units in a clustered approach and parts of the unit cannot be segregated to be trained and assessed separately. Furthermore, for some units where CT or RPL has been granted, the duration or cost of the course is not reduced as the unit cannot be successfully separated from the rest of the course.

### **Retention of RPL evidence**

It is important for validation and moderation policy that the RPL evidence and records of feedback and results are retained by the RTO.

The RPL Application assessment decision, all documents submitted in the RPL Application and Sea School assessment evidence are all retained indefinitely on our Student Management System on the student's profile.

## CREDIT TRANSFER

Definition:

**Credit Transfer** is a credentialing process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications or units of competency. These are usually issued by other RTOs.

This policy and the credit transfer application processes will be communicated on the website and understood by administration and trainers and assessors.

### PROCESS

#### **The Credit Transfer Credentialing Process**

Credit transfer is a limited credentialing decision process and not the same process as Recognition (as RPL) where a range of evidence and an assessment decision is required.

Credit transfer allows for full recognition or "advanced standing" for units of competency in a qualification based on identified equivalence.

Credit transfer does not involve an assessment process between the Assessor and the candidate.

Credit transfer can be administered by administration staff who are trained in this policy and procedure. The Administration team will have the expertise to verify the details and authenticity of the copies of certificates and results issued by other RTOs and navigate the training.gov.au website and USI registry for details.

The Administration team will communicate with the other RTO if this is considered necessary. Student services will communicate with the student by phone and email.

## Specific Notes on Shipboard Safety Skill Set

Sea School will not accept Shipboard Safety units that are from the TDM package for Credit Transfers. TDM courses were superseded in 2013 and therefore do not meet the currency requirement of the principles of assessment. The individual assessor will interview the student to assess the currency of their skills in the Shipboard Safety Skillset units (for example, if the student has participated in regular sea survival drills in the last 5 years and has records to verify this) and it will be at their discretion to determine if the student is eligible for the RPL pathway or will need to complete the units in their entirety.

Shipboard Safety units that begin with MAR (for example, the MARF001 and the current MARF027) will be eligible for CT for Shipboard Safety Skill Set units. Certificates over 5 years old will be reviewed by the individual assessor as above in regard to currency.

International qualifications for the Shipboard Safety Skill Set, including STCW and COST certificates are not eligible for CT but will be eligible for RPL and students must undertake the written RPL assessments for the ESS units to confirm their skills and knowledge in the required units.